

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CHIEF OF POLICE (Job Code 170).

GENERAL STATEMENT OF JOB

Under the executive direction of the City Manager, provides executive level administration and direction of the police department through administrative authority and supervision of assigned field and staff functions. This position requires the exercise of independent judgment in the performance of the duties of the office. The incumbent makes unilateral decisions as necessary to accomplish departmental goals. Duties include directing and/or guiding departmental, managerial and operational staff toward achieving departmental goals and objectives. Work is performed with considerable discretion and latitude in the conduct of police operations. Work is subject to review by the City Manager.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs and/or oversees comprehensive departmental planning by developing broad outlines of necessary duties, establishing methods for accomplishing departmental objectives, ensuring goals and objectives are consistent and/or compatible with goals and objectives set by the city, and participating in the city's process of establishing goals and setting objectives.

Organizes the department to meet established goals and objectives by establishing the formal lines of authority within the department, establishing and maintaining Bureaus, Divisions, Sections, Units, or work groups to meet defined objectives, and changing the size and/or composition of such to meet changing demands.

Oversees the function of departmental staffing by identifying and documenting departmental staffing needs, developing requests and/or proposals for additional staff, and hiring, promoting, appointing, and terminating employment as required.

Establishes and communicates general and specific departmental rules, regulations, policies and procedures.

Establishes and oversees a procedure for maintaining discipline within the department.

Acts as the departmental direct representative before the city government and the community.

Resolves major administrative and operational deficiencies and inter-bureau conflicts.

Oversees the work of Police Captains and other subordinates when necessary, recommends hiring of personnel for vacancies and personnel for promotions.

Coordinates the major pursuits of the department by establishing the primary orientation of the bureaus, promoting administrative and managerial consistency throughout the department, and maintaining continuous liaison with other department heads, city staff, and various outside agencies.

Renders timely verbal reports to the City Manager concerning matters of immediate interest of importance to the city or department, and responds to a variety of operational and administrative questions and inquiries from various sources.

Oversees the preparation of the departmental annual report, and prepares and/or oversees the development of a variety of analytical reports, projects, proposals, or writes papers on a wide variety of topics for presentation to the City Manager, Mayor, City Commission or others.

Oversees the development and administration of the departmental budget by formulating and presenting an annual departmental budget proposal, and monitoring various aspects of the departmental budget to ensure that proper accounting practices are being maintained.

Maintains controls on expenditures by establishing and overseeing a departmental plan to ensure that budget development occurs on a year-round basis.

Interacts with the community on behalf of the department and the city.

Performs the duties incumbent upon a sworn law enforcement officer as needed.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree from an accredited college or university in Business, Police, or Public Administration, or Criminal Justice, or a related field, shall have at least ten (10) years full-time experience in law enforcement, shall have at least three (3) years full time-experience as a second-in-command or higher at a CALEA-accredited law enforcement agency of similar size or larger than that of the City of Margate, or shall have at least three (3) years full-time experience as a second-in-command or higher with a law enforcement agency of similar size or larger than that of the City of Margate, and have a working knowledge of or work experience related to the CALEA Accreditation Program, must not have received a suspension, demotion, or termination while holding the rank of captain (or equivalent title) or higher at any law enforcement agency, must possess a State of Florida Police Standards and Training Certificate within six (6) months from date of employment with the City of Margate, or an equivalent combination of education, training and experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, some lifting and carrying objects of light to heavy weight (5-100+pounds). Physical agility and fitness for performing duties that require potential exertion, i.e, subduing subjects, climbing fences.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of administrative and operational responsibilities of a municipal police department.

Knowledge of federal laws, state statutes, and local ordinances.

Knowledge of crime prevention techniques.

Knowledge of First Responder and CPR.

Knowledge of effective supervisory principles and techniques.

Knowledge of criminal laws including those relative to search, seizure, arrest, and rules of evidence.

Knowledge of methods and practices of criminal investigation and patrol administration.

Knowledge of report and record maintenance principles and practices.

Knowledge of the computer systems and associated applications.

Knowledge of governmental bidding and purchasing methods.

Skilled in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

Skilled in the operation of motorized vehicles under adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with city officials, subordinates, and the general public.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to learn the geography of the city and surrounding areas.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Ability to exercise discretion.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date